

Republic of the Philippines
NATIONAL COUNCIL ON DISABILITY AFFAIRS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL COUNCIL ON DISABILITY AFFAIRS in the CSC website:


FATIMA A. GARON

Administrative Officer V - HRMO III

Date: 6 May 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Deputy Executive Director III	NCWDPB-DE03- 25-2008	27	142,663	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of Supervisory/Management Learning and Development Intervention	5 years of Supervisory/ Management Experience	Career Service (Professional) Second Level Eligibility		Office of the Executive Director, NCDA, Quezon City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **20 May 2025**.

1. Application letter (specifying the position applied for, with item number and its date of publication);
2. Fully accomplished Notarized Personal Data Sheet (PDS) with recent passport-sized picture and signature (CS Form No. 212, Revised 2017) with Work Experience Sheet which can be downloaded at www.csc.gov.ph;
3. Scanned copy or photocopy of Performance Rating in the last rating period for government employees or its equivalent for external applicants (if applicable);
4. Scanned or photocopy of Civil Service Certificate of Eligibility or Professional License/PRC Rating
5. Scanned or photocopy of **Certified Copy of Transcript of Records and Diploma**
6. Scanned or photocopy of training certificates

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

FATIMA A. GARON

Administrative Officer V - HRMO III

Isidora St. Brgy Holy Spirit, Quezon City

hr@ncda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

MAY 08 2025

